

# A CUSTODIAL RECORDS ALERT

## The 2020 Florida Statutes

(1) If a civil action is filed against an agency to enforce the provisions of this chapter, the court shall assess and award the reasonable costs of enforcement, including reasonable attorney fees, against the responsible agency if the court determines that:

(a) The agency unlawfully refused to permit a public record to be inspected or copied; and

(b) The complainant provided written notice identifying the public record request to the agency's custodian of public records at least 5 business days before filing the civil action, except as provided under subsection (2). The notice period begins on the day the written notice of the request is received by the custodian of public records, excluding Saturday, Sunday, and legal holidays, and runs until 5 business days have elapsed.

(2) The complainant is not required to provide written notice of the public record request to the agency's custodian of public records as provided in paragraph (1)(b) if the agency does not prominently post the contact information for the agency's custodian of public records in the agency's primary administrative building in which public records are routinely created, sent, received, maintained, and requested and on the agency's website, if the agency has a website.

### **Pursuant of Florida Statutes §119.12 (2) the contact information for the School's custodian of public records is as follows:**

Name: Trudy K. O'Brien

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Email: tobrien@capstoneadaptivelearning.org

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Phone Number: 850-432-1596

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### **Primary Address of School where records are routinely created, sent, received, maintained, and requested:**

School: Capstone Academy Pensacola

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Address: 4901 West Fairfield Drive

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City/State/ZIP: Pensacola, FL 32506

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